

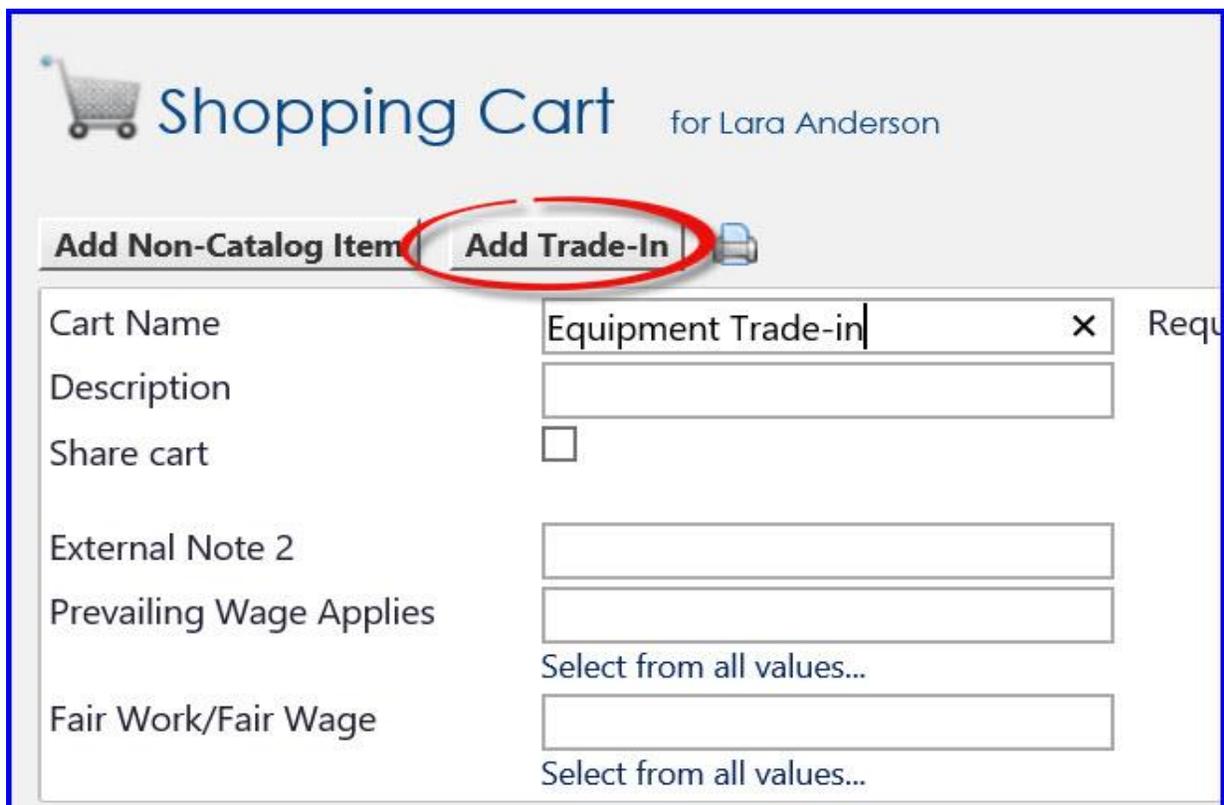
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Adding Trade-In Items to Your Cart

The Add trade-in button allows you to Add Trade-In items to the cart. This feature can be used when you have a piece of equipment that can be **traded in;** to offset the cost of a new purchase. Follow the instructions below to add a trade-in item to your cart. A user must have permission to **Add/Edit Trade-Ins.**

Select the **trade-in item** link from the Gateway home Shopping page, under the Shop bar of search results, from the Shop navigation menu.

Or, select the **Add Trade-In** button in the shopping cart. The following is an example of selecting the Add Trade-In button from the shopping cart.



 **Shopping Cart** for Lara Anderson

Add Non-Catalog Item | **Add Trade-In** 

Cart Name	<input type="text" value="Equipment Trade-in"/>	<input type="button" value="x"/>	Requ
Description	<input type="text"/>		
Share cart	<input type="checkbox"/>		
External Note 2	<input type="text"/>		
Prevailing Wage Applies	<input type="text" value="Select from all values..."/>		
Fair Work/Fair Wage	<input type="text" value="Select from all values..."/>		

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The Add Trade-In overlay displays

Search for the supplier then enter the Trade-In Details for the item. The **Description**, **Quantity and Price** are required. **Catalog Number, Size and Packaging** are optional. Additional optional fields include **Asset Tag Number** and **Serial Number** if applicable. The trade-in must have the same tax status as the new equipment. If taxable, check the **Taxable** box. The **Capital Asset** box should be left unchecked.

Save and close the overlay.

Add Trade-In

Supplier * THORLABS INC, F01, 56 SPARTA AVENUE, NEWTON, NJ 07860-2402 US

> Distribution Methods

Trade-In Details

Description *	Catalog Number	Size	Quantity *	Price *	Packaging
Lab Bench 245 characters remaining	41A	LG - Lz	1.0000	50.00 US	EA - Eε

Asset Tag Number * 20100000388 Taxable

Serial Number * A14647801 Capital Asset

* Required

Save and Close Close

The **trade-in** item will display **in** the cart with an icon , and an error message indicating the item must be linked to another item from the supplier. "

Old lab bench  more info...

 Trade-in items must be linked to a regular item in the same supplier group. Please link the trade-in items to a regular line item by selecting the line action "Add Link to Item".

If the item to be linked is not **in** the current cart, add it to the cart from the product search or as a non-catalog item

If the item to be linked is in the cart already, (check the box to the right of the trade-in item.)

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Old lab bench more info... N/A LG -50.00 1 EA -50.00 USD

Trade-in items must be linked to a regular item in the same supplier group. Please link the trade-in items to a regular line item by selecting the line action "Add Link to Item".

Scroll up and find "For Selected line items" select from the drop down menu Add Link to Item then click GO.

The screenshot shows a dropdown menu for "For selected line items". The menu options are: Add to Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, Add to Draft Cart or Pending PR/PO, Add to PO Revision, Change Commodity Code, and Add Link to Item. The "Add Link to Item" option is circled in red. A blue arrow points to the "Go" button next to the dropdown.

The Add Link to Item overlay displays click on the select button

Add Link to Item

Select item to link

Line #	Description	Catalog Number	Quantity	Price	
2	New Lab Bench	40A	1	450.00 USD	

Close

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The overlay closes, and the cart refreshes indicating the two linked items.

- To ensure the budget check is run correctly, the user will see error messages if any of the following are not true:
- **trade**-in item must be linked to a positive line item. Multiple **trade**-ins can be linked to one positive line item, but a positive line item can only be linked to one **trade**-in.
- Accounting codes must be the same on any linked **trade**-ins and positive line items.
- The total for each supplier must be positive.

1	New Lab Bench  more info... Linked to Trade-in: Line #2, 'Old lab bench'	40A	EA	450.00	1	EA 450.00 USD	<input type="checkbox"/>	Add discount...
								Taxable <input checked="" type="checkbox"/>
						Commodity Code	41000000	 Laboratory & Measuring & Observing & Testing Equipment (Object Code 8020 8030 8040 8120 9120 9300 9610)
						Object Code	8040	Select from all values...
2	Old lab bench  more info... Linked to Item: Line #1, 'New Lab Bench'	N/A	LG EA	-50.00	1	EA -50.00 USD	<input type="checkbox"/>	
								Taxable <input checked="" type="checkbox"/>
						Commodity Code	41000000	
						Object Code	8040	Select from all values... 